



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: October 5, 2015

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 6, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, October 20, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

ET V

Utilities Coordinator  
Region 1/District 1/Design  
Highways  
Schaumburg

Attachments  
40581

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Tuesday, October 20, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



An Equal Opportunity Employer

## Position Summary Sheet

**Classification:** Engineering Technician V

**Salary Range:** \$5,015 - \$9,155

**Position Title:** Utilities Coordinator

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW015-23-51-301-30-01

**IPR#:** 40581

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### Office/Central Bureau/District/Work Address:

Highways/District One/Bureau of Design/201 West Center Court, Schaumburg, IL

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### Description Of Duties:

This position is accountable for the supervision and overall direction of the Utility Unit in the Project Support Section of the Bureau of Design. The incumbent is responsible for researching and discovering utility conflicts and investigating and coordinating utility adjustment to facilitate district highway improvements on the state-maintained highway system, issuing permits and drafting utility agreements for reimbursable adjustments.

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### Special Qualifications:

#### *The following criteria is required:*

- A valid driver's license

#### *The following criteria is desired:*

- Knowledge and skill equivalent to the completion of three years of college with the major courses of study being in pre-engineering, completion of a two-year program in civil engineering technology or a four-year degree in a scientific program other than engineering. Additional specialized training will be considered
- Twelve years of engineering technician experience under the direction of a professional engineer or equivalent with a minimum of three years in a supervisory position
- Extensive experience in utility coordination and the resolution of utility conflict
- Knowledge of the preparation and processing of utility permits
- Strong oral and written communication skills

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### Shift/Remarks:

8:00 am – 4:15 pm / Monday –Friday

**\*THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	July, 2014	<b>POSITION:</b>	Utilities Coordinator
<b>APPROVED BY:</b>	<u>Ken Eng</u>	<b>OFFICE/DIVISION:</b>	Highways/District One/Schaumburg Bureau of Design
<b>CODE:</b>	PW015-23-51-301-30-01	<b>REPORTS TO:</b>	<u>Design Project Support Engineer</u>

***Position Purpose***

This position is accountable for the supervision and overall direction of the Utility Unit in the Project Support Section of the Bureau of Design. The incumbent is responsible for researching and discovering utility conflicts and investigating and coordinating utility adjustments to facilitate District highway improvements on the State maintained highway system, issuing permits and drafting utility agreements for reimbursable adjustments.

***Dimensions***

Subordinate Personnel:	Directly 4 – 6
Agreements Prepared or Reviewed:	20 – 40 Per Year
Permits Reviewed and Issued:	3500 – 4500 Per Year
Projects involving Utility Adjustment:	200 -300
Miscellaneous Review and Studies:	30 – 60 Per Year
Agencies Involved:	60
Municipalities Involved:	272

***Nature and Scope***

This position reports to the Project Support Engineer, as do the Structures Engineer, the Economic Analysis Coordinator, the Agreements Specialist, the Railroad Coordinator, Office Coordinator and Office Assistant. Reporting to this position are one (1) Utility Area Engineer, three (3) Area Utility Technicians, one (1) Water and Sewer Engineer, and an Office Associate.

The Utilities Coordinator has primary accountability for ensuring that the placement of all utility adjustments and/or relocations affecting existing or proposed highways within the District is accomplished in such a manner as to create a minimum of interference with highway facilities and with vehicular traffic utilizing these highways. The incumbent must ensure that the work scheduled by utility companies, municipalities and cable television companies, either under permit or by agreement with the Department, is accomplished in accordance with Department policies, procedures and specifications, and is efficiently planned so as to facilitate future highway improvements. He/she also assigns, negotiates reviews and coordinates sub-surface utility engineering contract documents prepared for the district by consultants.

The incumbent is responsible for supervising subordinate personnel in the review of contract plans for highway improvements, for possible utility conflicts which must be corrected prior to construction, in either the location study or plan preparation stages of project implementation. The incumbent also supervises the Unit's staff in the preparation of utility agreements, the review and issuance of permits, and the collection and compilation of utility data for future reference.

The incumbent must ensure that all available information regarding the existence of utilities within the right of way of State maintained highways is collected, classified and filed for ready reference. Such data minimizes the typical problem of having inaccurate location or adjustment which could be avoided with alternate designs. Constant communication and good rapport with utility companies and municipalities also aids in avoiding such problems.

The greatest challenge to this position is to effectively coordinate utility work with the design and construction of a highway improvement without causing delay in contract completion and extra cost to the State.

The incumbent also coordinates non-reimbursable utilities adjustments and planning with propose future highway improvements. In addition, the incumbent must personally plan manpower assignments and effectively delegate the work to subordinates, monitor all work in progress and assist subordinates in the solution of the more difficult technical problems. The incumbent reviews all agreements and permits, personally investigates utility conflicts of a more controversial nature and implements the 90-day relocation law. Finally, the incumbent serves as a channel of communication between the Utility Unit and the Central Bureau of Design regarding agreements and other utility matters and resolves conflicts between utilities and contractors. The incumbent is the principal advisor to the District on all utility matters.

The incumbent performs accountabilities through the following staff: Three (3) Area Utility Technicians, and one (1) Area Utility Engineer who are responsible for utility coordination and utility permit review in an assigned geographical area; one (1) Water and Sewer Permit Engineer who is responsible for water and sewer coordination and permit review throughout the District; and one (1) Office Associate who performs all clerical tasks associated with utility coordination and permit processing.

The Utilities Coordinator is given considerable latitude in the performance of his assigned duties; must solve most complex problems associated with utility coordination in a highly urbanized area. For example, the failure of a utility company to cooperate with the Department in expediting the relocation of its facilities in the way of a highway improvement requires considerable human relations skills to negotiate successful solutions. The incumbent performs duties in accordance with Department policies and procedures.

Within the Department, the incumbent is in frequent contact with the Central Bureau of Design and Environment regarding utility agreements and permits. Within the District, he/she maintains communication with the Bureaus of Construction, Maintenance, Local Roads, Traffic and Programming in order to properly coordinate utility coordination and permit work with current projects. The most frequent outside contracts are with utility companies, municipalities, consultants for the District, and other local agencies. The incumbent is required to travel to participate in frequent field inspections of utility work and investigations of conflicts in the field.

The effectiveness of this position can be measured by the delay and inconvenience caused the Department's contractors by the failure of utility companies, municipalities, or cable television companies to adjust or relocate their facilities in a timely manner. The ability to produce acceptable utility agreements with a minimum of revisions is another accurate gauge of unit effectiveness.

### ***Principal Accountabilities***

1. Establishes and maintains contacts with utilities so as to ensure their cooperation in responding to requests for facility locations and other related matters.
2. Ensures that all project designs are completed by the District in such a manner that utility conflicts will be at a minimum during construction.
3. Ensures that all utility location, relocation, and adjustments are accomplished in accordance with Department policies and procedures.
4. Ensures timely review, issuance, and distribution of all utility permits and their recording for future reference.
5. Ensure Sub-surface Utility Engineering contract documents are completed as scheduled and reflect applicable policies, standards and sound engineering principles.
6. Provides advice and direction to other District organizations and outside agencies, on utility accommodation policies and procedures.
7. Motivates, evaluates, and organizes unit personnel so as to improve their performance.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.